ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Diversity Initiatives

DEPARTMENT: Office of Undergraduate Admission

The role of the Associate Director of Diversity Initiatives is to recruit, review and yield traditional, full-time, first-year undergraduate students with specific functions related to increasing diversity in the class. The Associate Director is a member of a larger admission team, all of whom are responsible for conveying the mission and essence of the University experience to both students, parents, counselors and other influencers. In this role, the team member manages a smaller travel territory with a suite of in office responsibilities focused diversity initiatives. The Associate executes independent domestic travel as needed; presents at local, regional or national conferences; works nights and weekends as required and is an expert in the area of diversity recruitment. The Associate Director reports to the Dean who is the immediate supervisor.

RESPONSIBILITIES:

- Contribute to strategy related to the recruitment of diversity candidates including, but not limited to:
  - Adhere to holistic reading standards as set forth by the Dean and senior team.
  - Provide positive and proactive customer service to families and students at all stages in the process.
  - Assist team in meeting goals through teamwork during critical periods.
  - Ability to be flexible and professional during periods of high volume activities.
  - Possess solid critical thinking and decision making skills.
  - Understand and advance university and admission goals with the context of the University and office wide strategic plans.
- The role includes relationship building, employment of creativity with travel/recruitment strategies, independent management of assigned processes.
- Possess a developed and nuanced knowledge of University mission, identity, academic programs and admission related information.
- Execute one’s own expression of the Fordham story that effectively communicates information about the University and the admission process that is personal, yet consistent with office guidelines, and adheres to standards.
- Represent the University and/or Office of Admission at off-campus events.
- Represent the Office of Admission at college panels and other special off campus events.
- Demonstrate execution of responsibilities with minimal supervision.
- Develop collaborative relationships with team members, other members of the University community, students and families, and the guidance community.
- Communicate effectively (verbal, written) in both one on one settings and group presentations (5-100+ people).
- Participate in staff meetings and retreats.
QUALIFICATIONS:

- Bachelor’s Degree required. Master’s Degree desirable.
- Minimum 5+ years’ experience in Undergraduate Admission, notably diversity and inclusion recruitment.
- Possess the requisite skills to read and synthesize information within compressed periods and for a high volume of applications.
- Strong interpersonal, communication and organizational skills are critical.
- Possess requisite skills to manage and coordinate the efforts of others.
- Adept at public speaking.
- Strong knowledge of Microsoft Office applications.
- Management experience strongly preferred.
- Familiarity with Technolutions SLATE or like Admission CRM preferred.
- Advanced quantitative and analytical acumen preferred.
- Driver’s license is required.
- Successful candidates should have a knowledge of and commitment to the goals of Jesuit Education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:

Patricia Peek
Dean of Admission
peek@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories